State of Kansas

FOCUS Project
Upgrade Meeting

October 13, 2015

Agenda

- Executive Greeting
- Upgrade Benefits and Post Go Live Initiatives
- Project Timeline
- User Acceptance Testing
- Agency Cutover Preparation and Timeline
- Functionality Impacts
- Requisition Changes
- OCFO Update
- SHARP, Data Warehouse and BI Analytics
- SMART Training & Resources
- Closing Remarks/Questions

Executive Greeting

Sarah Gigous, Director

Office of Systems Management

Upgrade Benefits and Post Go Live Initiatives

Upgrade Benefits

- Benefits included at Go Live
  - SMART will be on version 9.2, on a supported version of PeopleSoft FSCM - Finance/Supplier Contract Management
  - SMART will be hosted

- Core Functionality to be included at Go Live
  - WorkCenters
  - Attachments in all available modules
  - Bidder Self Registration
  - New Workflow Engine (AWE – Approval Workflow Engine)
  - Travel & Expense - Configuration supports both old policies/rates and new policies/CONUS rates effective 1/1/16

Post Go Live Initiatives

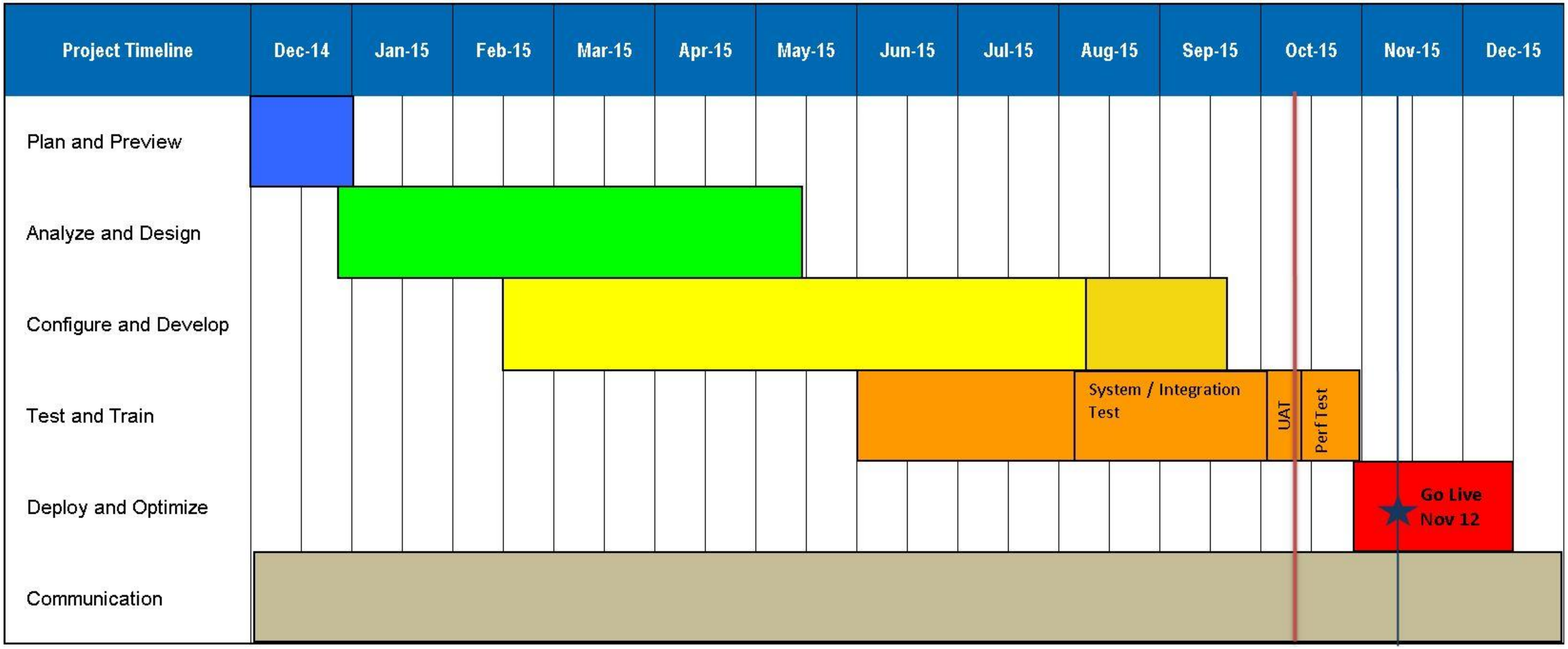
- New functionality moving to post go-live
  - eSupplier
    - Will pilot with a limited number of suppliers in December to allow development of additional security for vendor self-service
    - Expect full roll-out in 2016
  - Mobile Applications
    - Testing required on multiple devices and operating systems
    - Considering single app pilot or phased approach in order to identify impact to users and technical help-desk/support needs

Post Go Live Initiatives

- Continued new functionality moving to post go-live
  - SES – Secure Enterprise Search
    - Prioritized implementation for Purchasing modules and Menu items
    - Testing and analysis is still in process to determine if 3 years of searchable data can be included for other modules
    - This functionality will not be fully implemented on November 13, but will be rolled out after the length of time determination is finalized and search indexes are built

Project Timeline

Where we are today



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Propel Methodology

- Plan and Preview (phase 1) completed
- Analyze & Design (phase II) completed
- Configure & Develop (phase III) completed

Phase IV – Test and Train

- During the Test & Train phase the FOCUS team is completing:
  - System Testing
    - Finalizing the execution of test scripts;
    - Resolution/Re-testing of any defects identified in testing
  - Integration Testing
    - SHARP to SMART; Agency Interfaces
    - At this time, no agency changes are required to existing agency interfaces
  - Security Testing - Completed
    - Verification of existing security; addition of new functionality to existing roles
  - User Acceptance Testing
    - Review of selected functionality/browser compatibility/firewall access
  - Test Moves 2 and 3 for technical database upgrade and move of database to hosting center - Completed
  - Creation/Updates/Roll-out of end user training via the SmartWeb

Phase V – Deploy & Optimize

- During the Deploy & Optimize phase the FOCUS team will be completing:
  - Technical architecture review (Production), including performance load testing
  - Communication to End User Community of Agency cutover checklists, training materials, cut-over impacts, etc.
  - Finalization of Project Team Go-Live Cutover Checklist
  - Execution of Upgrade to Host Cutover and System Validation Nov. 6th – 12th
  - Release of upgraded SMART 9.2 system to agencies on Nov. 13th
  - Optimization of SMART 9.2 system and resolution of any post go-live issues
  - Completion of project documentation/Roll-Off of SCI consulting staff

User Acceptance Testing

User Acceptance Testing

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- Selected agency users invited to participate
  - Highway Patrol, Admin, Larned State Hospital, Revenue, KDOT, State Treasurer, Wildlife Parks & Tourism, Corrections, Labor, KDHE, Bd of Regents, Fire Marshall, KPERS
- October 7 – October 15
- Users will execute scripts that include new functionality as well as try other processes that they normally use
- Our normal batch processes will be running to push transactions through the system
- Each user will access the SMART test environment from their own work location
- Test URL at hosted site will be utilized to identify firewall and browser related issues
- Issues discovered will be addressed by upgrade team

Agency Cutover Preparation and Timeline

Agency Cutover Preparation

- The SMART URL landing page will change on October 26 to give you access to the SMART 9.2 URL
  - Agency users should click on the URL to verify access to the page, but access will not be available until November 13
  - Establishes that agency firewalls will allow users to access the new system
  - Landing page also provides reminders about system availability

Agency Cutover Preparation

SMART
Statewide Management, Accounting and Reporting Tool

Current SMART System (version 9.0)

- SMART 9.0 will be available for normal processing through 6:00 p.m. Thursday November 5, 2015.
- Starting November 6, 2015 business will move to the new 9.2 environment.
- On November 6, the 9.0 system will limit users to read-only access to view online data, reports and queries. Users will be able to login by noon on November 6.
- This environment will no longer be available after December 16, 2015.

Click on this link to work in SMART (through Nov. 5, 2015) or review data in SMART v9.0 (Nov. 6 - Dec.16, 2015):
https://smart.ks.gov

NEW SMART System (version 9.2)

- The new URL for SMART 9.2 is listed below.
- Users can open the URL now to view the login page and save it to their Favorites.
- The 9.2 system will be available for users to login and start normal processing on November 13, 2015.
- Hours of operation: Monday through Saturday, 7am to 6pm; Sunday, 1 pm through to following day.
- On maintenance days, the system may be unavailable: Sunday, November 15 and Sunday, December 13.

Click on this link to work in SMART beginning Friday, Nov. 13, 2015:
URL: ____________

Agency Cutover Preparation

- New versions of spreadsheet uploads need to be used in SMART 9.2
  - Budget Journal Upload (INF24)
  - Journal Upload
  - Deposit Upload (INF43)
  - Voucher Upload (INF50) – includes one new field
- Agencies may submit a Service Desk ticket to request these spreadsheets starting on October 19th and the files will be provided as soon as possible

Agency Cutover Preparation

- Treat cutover like fiscal year end processing – transactions generally need to be in a complete status at the time of cutover
- Unlike year end, there is no need to have ALL transactions in the system since there is no financial impact
  - New transactions that cannot be completed by cutover should be entered AFTER SMART 9.2 is available
- For deadlines in the Purchasing modules, please refer to the Procurement and Contracts Informational Circular 16-01 dated September 18, 2015

Agency Cutover Preparation

- More specifics about transactions that use Workflow:
  - Expense reports need to be in either Pending or Paid status
  - GL Journals need to be in Approved or Not Submitted status
  - AP Vouchers need to be in Approved or Not Submitted status
  - Match exceptions should be resolved
- Asset Management transactions
  - Agencies should have all capital asset transactions dated through November 5th entered into SMART by 6 pm on November 5th, including additions, cost adjustments, transfers, and retirements
- Agencies should use the Month End Checklist and resolve any issues found

Agency Cutover Preparation

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- Report and query results in Process Monitor will NOT be transferred forward into SMART 9.2
  - Agencies will be able to access reports and queries in SMART 9.0 until December 16th
  - Agencies will also be able to rerun these reports and queries in SMART 9.2
- Recurring reports and queries will be turned off
  - During the cutover process, reports and queries established with recurring run controls will be turned off
  - By October 30th, instructions for re-establishing the recurrences in SMART 9.2 will be provided to agency users who are currently using this functionality

Agency Cutover Preparation

- During Cutover (November 6th through 12th)
  - There will be no ability to create transactions in SMART 9.0 or SMART 9.2
    - No paycycles, no batch processing, no interface processing, etc.
    - No payments can be generated, even payments that are considered to be external
    - Agencies that normally process payments by wire will be allowed to continue with wire payments during the down period
      - After SMART 9.2 is available, the vouchers for wire payments should be entered by 6 pm on November 17th
      - As a reminder, one payment voucher cannot be entered to summarize multiple wire payments

Agency Cutover Preparation

- During Cutover (November 6th through 12th)
  - There will be no ability to create transactions in SMART 9.0 or SMART 9.2
    - No deposit processing
      - Similar to what is done at year end, agency deposits should be taken to the State Treasurer
      - Deposits transactions can be entered in advance when an agency knows the amount
      - Deposits transactions not entered in advance should be entered into SMART by 2 pm on November 16
      - As a reminder, one deposit transaction cannot be entered to summarize multiple deposits

Agency Cutover Preparation

- Interface Processing
  - Outbound interfaces files
    - Will run as normal through the night of November 5th
  - Inbound interface files
    - Last time inbound interface files will be processed in SMART 9.0 will be November 4th
    - Will NOT run in nightly batch processing on the November 5th
    - Interface files received after 6 pm on November 4th will be held until SMART 9.2 is ready for nightly batch processing
- Anticipated SMART 9.2 inbound interface file processing

Date	Nightly batch processing to include files dated:
November 12	All files not processed and received through November 9
November 13	November 10 – 13
November 16	Any remaining files not yet processed

Agency Cutover Preparation

- Items to note
  - All data in SMART 9.0 will move forward to the SMART 9.2 environment
  - Any pages saved in the SMART 9.0 Favorites Menu will carry forward to SMART 9.2
  - User ID and passwords will remain exactly the same
    - If a password expires while the system is unavailable, the user will be prompted to change their password upon first attempt to sign on
  - An informational circular will be issued with the SMART cutover schedule

Agency Cutover Timeline

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Date	Description	Details
7-Oct-15	- 9.2 User Acceptance Testing begins (select agencies only). Agencies may notice inbound/outbound test files in their MVS directory with the extra 'T' in the name.	
15-Oct-15	-9.2 User Acceptance Testing ends	
19-Oct-15	- Agencies may submit Service Desk tickets on Oct 19 or after to request a new copy of the spreadsheet upload templates. The spreadsheets will be sent out as soon as they are finalized.	

Agency Cutover Timeline

Date	Description	Details
26-Oct-15	- The new URL for 9.2 will be available. - The SMART URL landing page will be updated to include both URLs.	
30-Oct-15	- By Oct 30, agencies will be given instructions for reinitiating recurring queries/reports in 9.2 after go live	
2-Nov-15	- Pcard Voucher Build at 8 am - Pcard load included in nightly batch processing for final time before cutover.	
3-Nov-15	- Pcard Voucher Build at 8am	
4-Nov-15	- Pcard Voucher Build at 8 am - Last night inbound interface files will process	

Agency Cutover Timeline

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Date	Description	Details
5-Nov-15	- Pcard Voucher Build 8 am. - Last day agencies can transact in SMART 9.0. - On-cycle Payroll journals for the pay date Nov 6 will post. - Users will be locked out at 6 pm. - Inbound interface files will not be processed in batch processing during the night of Nov 5. Files submitted after 6 pm on Nov 4 will be held and processed on the night of Nov 12 or 13.	
6-Nov-15	- Cutover to SMART 9.2 starts at 2 am.	

Agency Cutover Timeline

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Date	Description	Details
6-Nov-15	- SMART 9.0 will be available by noon as a read-only environment.	Users will be able to: - Access reports and queries that were processed before cutover started. Reports/queries from past 99 days are available via Process Monitor. - Agency recurring reports and queries will be stopped. - Queries can processed.

Agency Cutover Timeline

Date	Description	Details
6-Nov-15	- Between Nov 6 and 12, agency IT staff should update internet browsers to supported versions for SMART/SHARP users. - See http://smartweb.ks.gov/technical-resources/upgrade/browser-compatibility-for-9-2	
8-Nov-15	- Normally the monthly PO Close is processed on the first Sunday after the first business day of the month. This process will be skipped for Nov and will run as normal in Dec.	
13-Nov-15	- Cutover to new system complete. - SMART 9.2 opens for agency users at 7 am. Users should clear cache before logging on.	

Agency Cutover Timeline

Date	Description	Details
13-Nov-15	- SMART User call - 11 am	Issues regarding a specific transaction, file, or security issue should be logged on a Service Desk ticket. The call-in can be used for general questions or comments.
16-Nov-15	- SMART User call - 11 am	
16-Nov-15	- Agencies should have AR deposits entered into SMART 9.2 by 2 pm for transactions processed during the cutover period.	
17-Nov-15	-SMART User call - 11 am	

Agency Cutover Timeline

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Date	Description	Details
18-Nov-15	- SMART User call - 11 am	
19-Nov-15	- SMART User call - 11 am	
20-Nov-15	- SMART User call - 11 am	
17-Dec-15	- Read-only copy of SMART 9.0 retired	SMART 9.0 will no longer be available to users.

Functionality Impacts

AWE - Application Workflow Engine

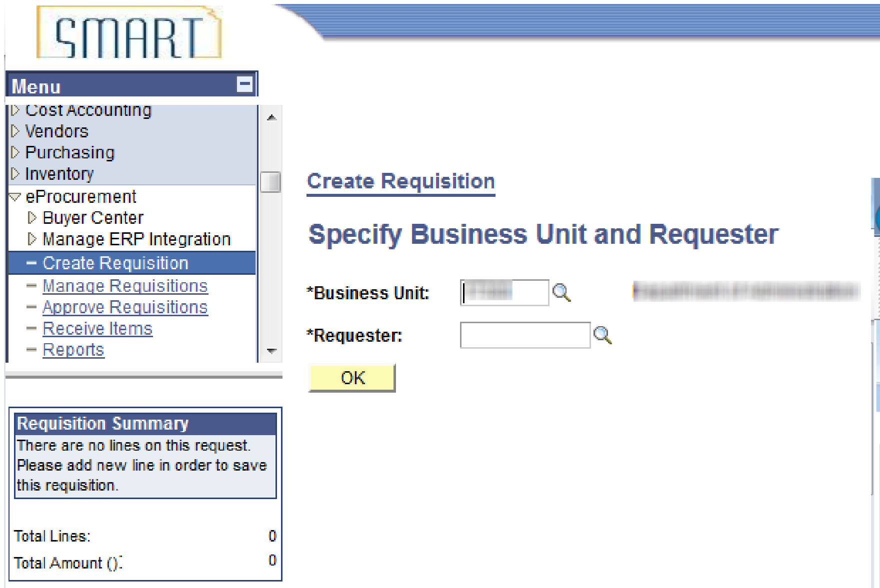
- SMART processes are changing to using AWE instead of Virtual Approver
- Accounts Payable and General Ledger modules will now use the same workflow as Travel and Expenses and Procurement modules
- AWE workflow forces the approval hierarchy when there are multiple levels of approvers:
  - A Level 1 approver must approve before a Level 2 approver can access the transaction to approve and so on
  - Top Level approvers can no longer “grab” a transaction earlier in the workflow stream & approve for everyone
  - Queries in SMART 9.0 will be provided to help agencies prepare for this change in AP and GL
    - Information will be sent on a SMART Announcement with details

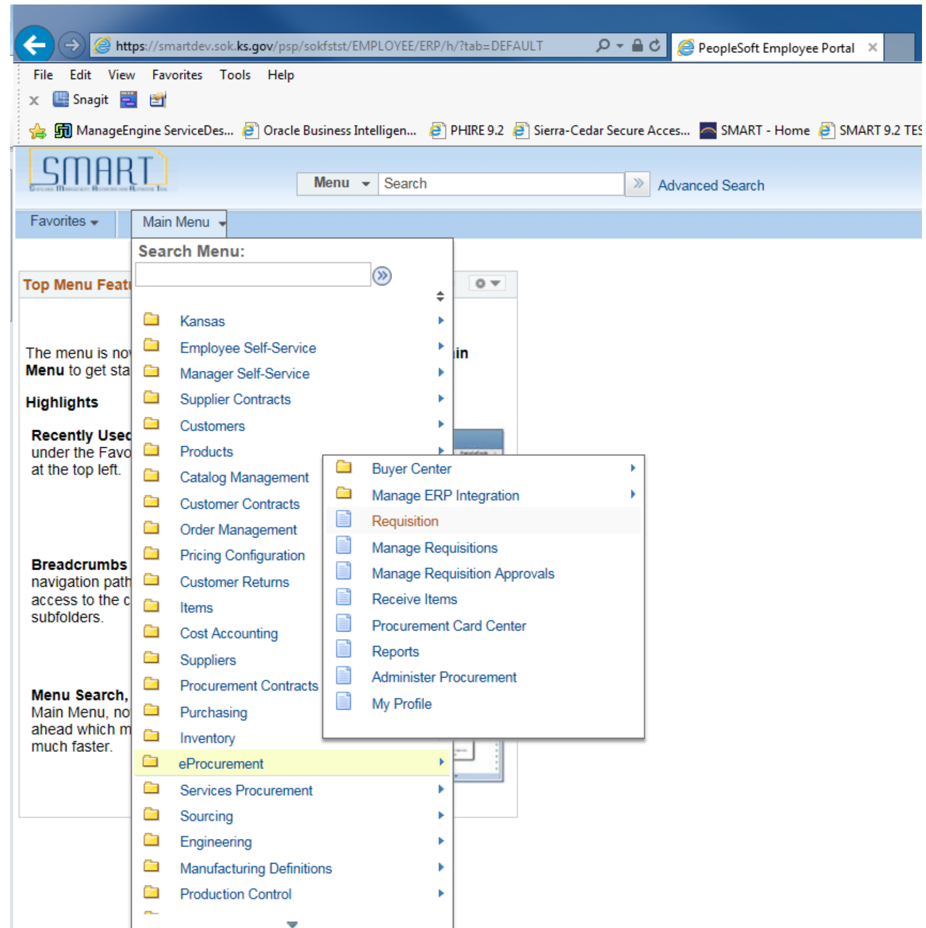
Attachments

- Information regarding attachments in SMART:
  - The recommended size limit for a file being attached is 1 MB
  - Agencies should not attach CAD (Computer Aided Design) files or picture files (examples- .jpg, .tif, .png, or .gif)
  - Excel, Word, PDF, or similar files, are appropriate
  - Multiple attachments are allowed
  - For vouchers that are interfaced, if attachments are required due to audit requirements, the agency must attach support documents after the voucher has been created in SMART
  - **Avoid attaching documents that do not add value to the transaction**
  - **System retention for attachment files is expected to be 3 years. This period may be reduced if storage space becomes an issue.**
  - **Agencies should not rely on SMART as the method for meeting record retention policies**

Requisition Changes

Requisition Changes





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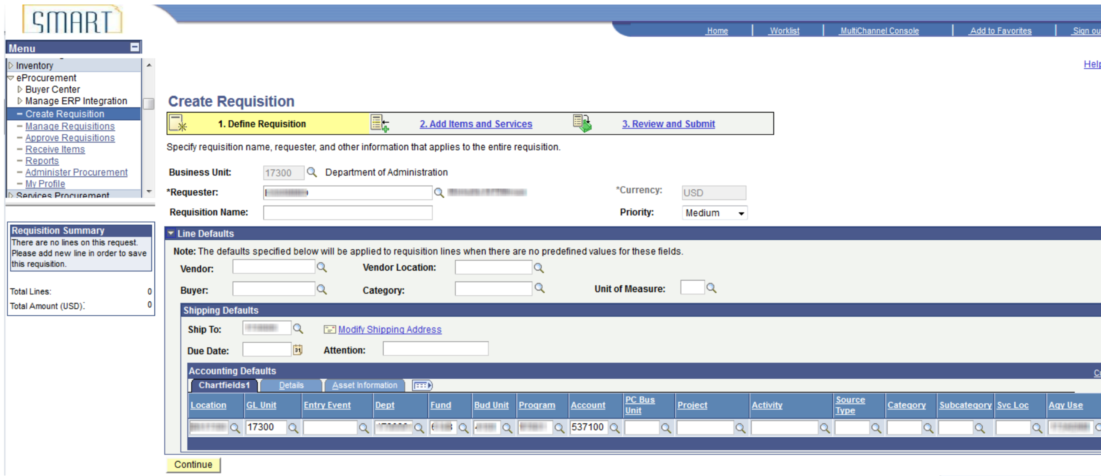


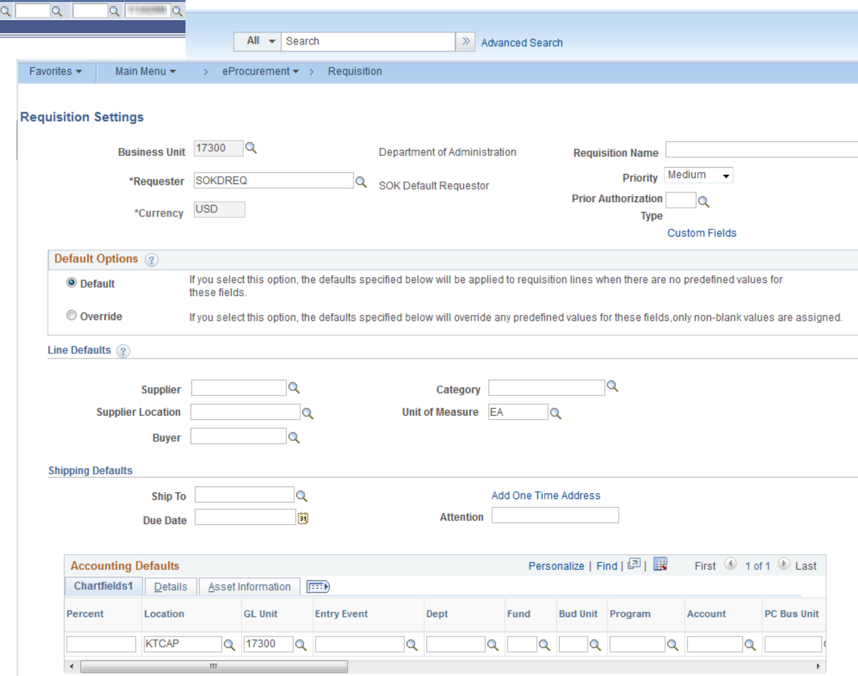
The only required fields on this page are:

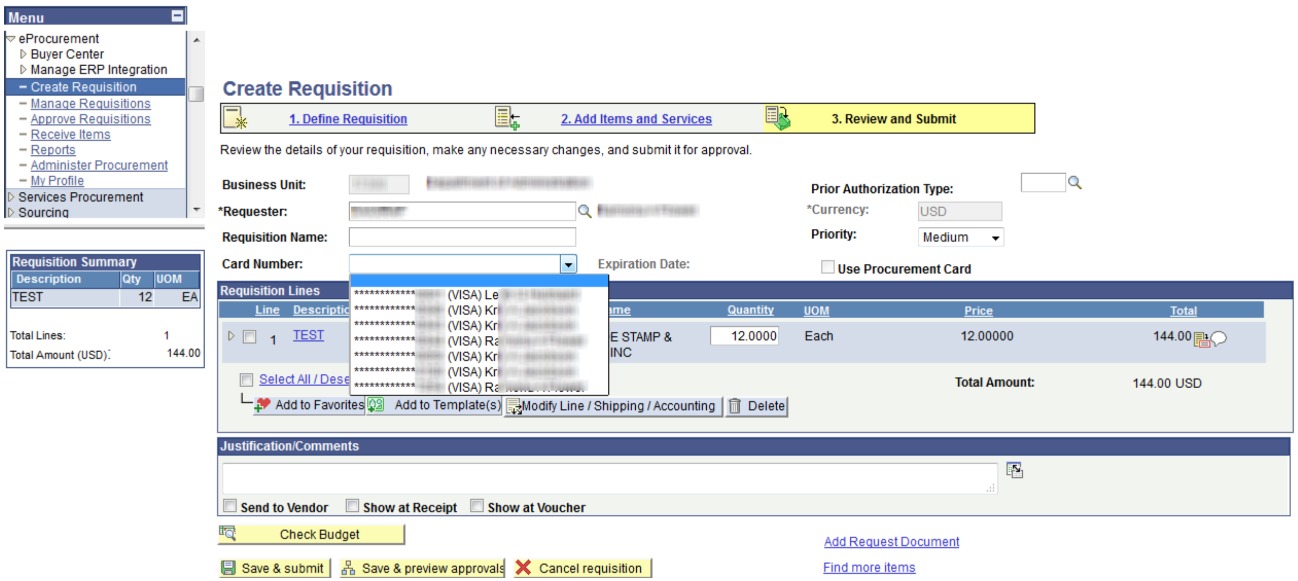
1. Verify the BU is correct
2. Change the Requester ID

The "1. Define Requisitions" page from 9.0 is the same as the "Requisition Settings" page in 9.2

Differences:

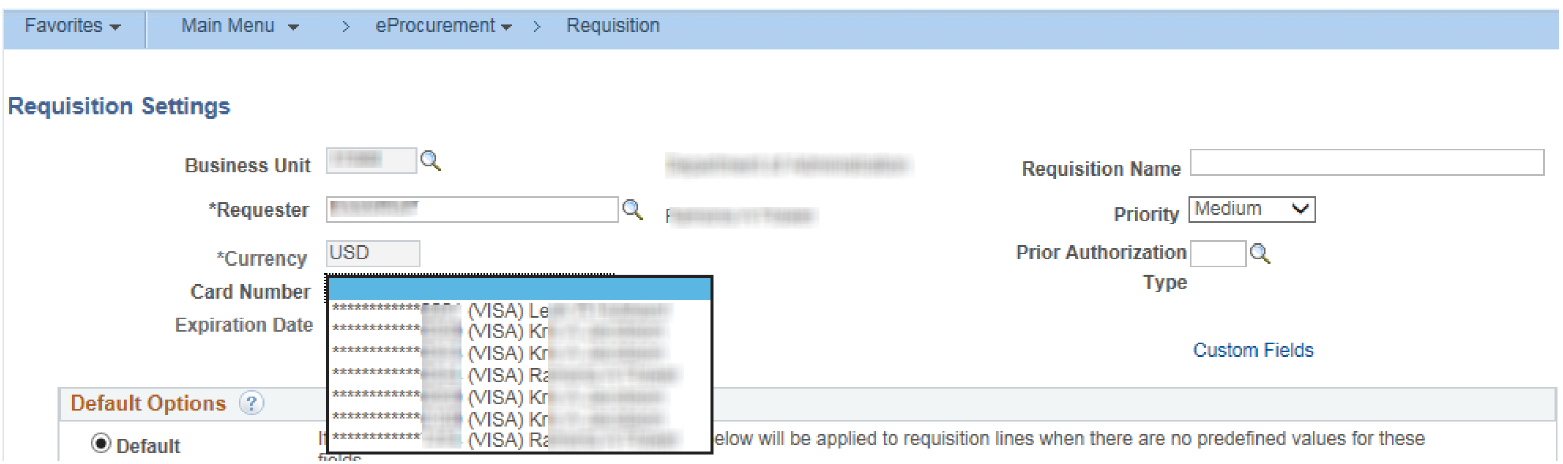
1. The Business Unit and Requester ID are on the "Requisition Settings" page instead of a separate page.
2. You now have the option to accept the defaults or override them from this page.
3. Unit of Measure will default as EA, but you can change it!!





In our current SMART environment, you add the Pcard on the Review and Submit page.

In 9.2, the Pcard is assigned on the Requisition Settings page. If the Requester you are using has a Pcard, the drop down box will become visible once you tab off of the Requester field.



When you change the Requester, this box will pop up and advise that changing Requesters will change your default settings.

You can choose yes, no or cancel, whatever best meets your needs.

Message

Changing Requester will change the default settings

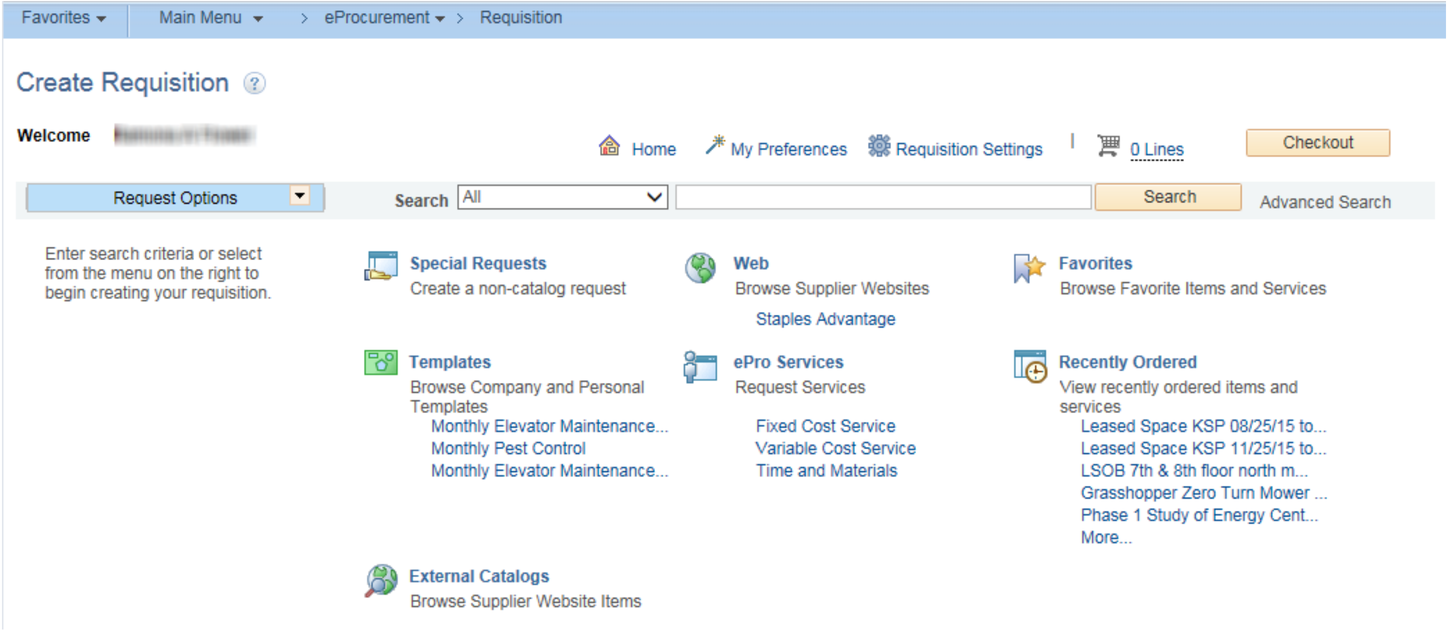
ShipTo ID to [illegible]
Origin to ONL
Location Code to [illegible]
GL Business Unit to [illegible]
Department to [illegible]
Fund_Code to [illegible]
Budget_Ref to [illegible]
Program_Code to [illegible]
Account to 537100
Chartfield1 to [illegible]
. Retrofit to existing lines? (10150,147)

Changing Requester will change the default setting like ShipTo ID, Location, Origin,Department ID , Account and other ChartFields. Click 'Yes' to retrofit/apply the default values from Requester to the existing lines? Click 'No' to change only the default setting. Click 'Cancel' to reset the Requester to the previous value.

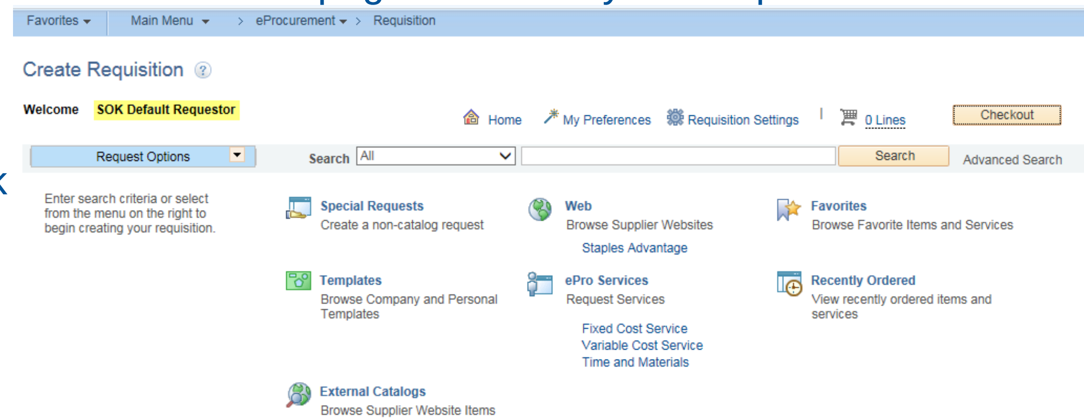
Yes | No | Cancel

If you choose yes, you will be taken back to the Requisition Settings page to verify the default information is correct and you will have to click 'OK' at the bottom of the screen again.

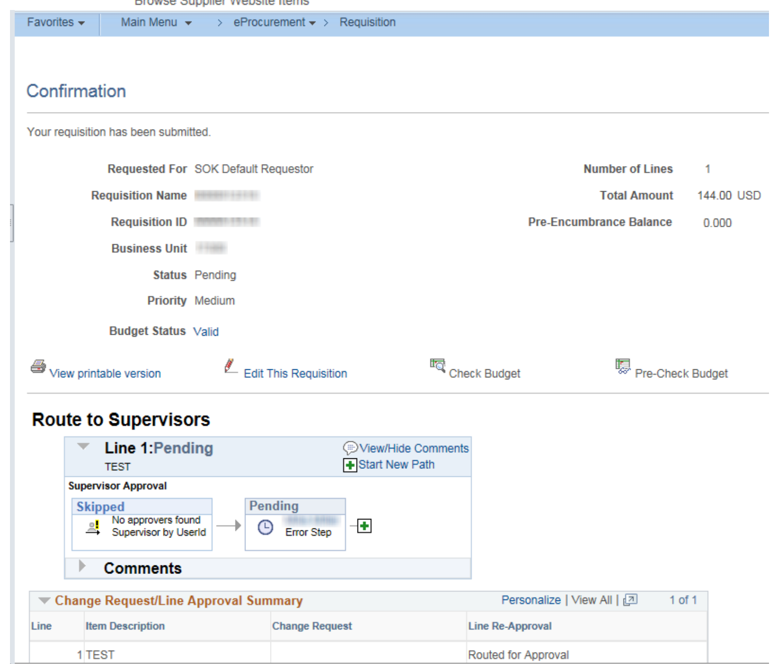
If you choose no or cancel, it will take you to this page to choose your requisition type.



If you did not change the Requester, you will be sent to this page to choose your Requisition type.

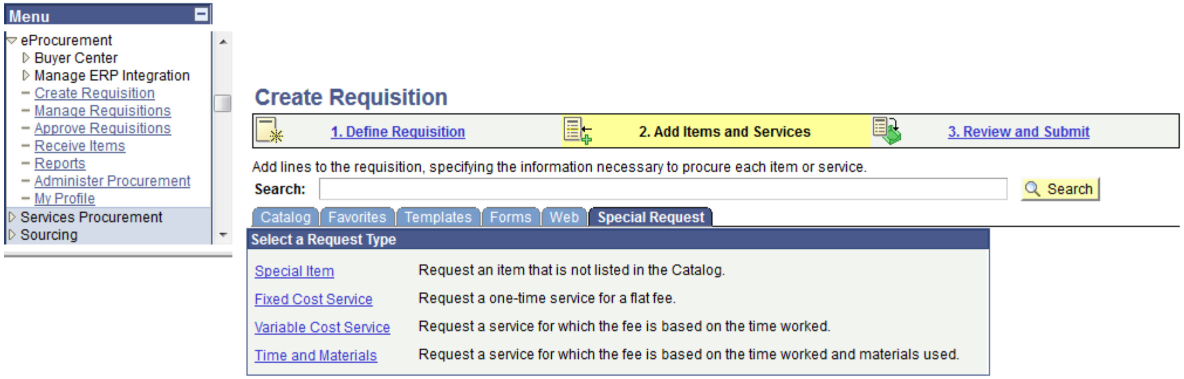


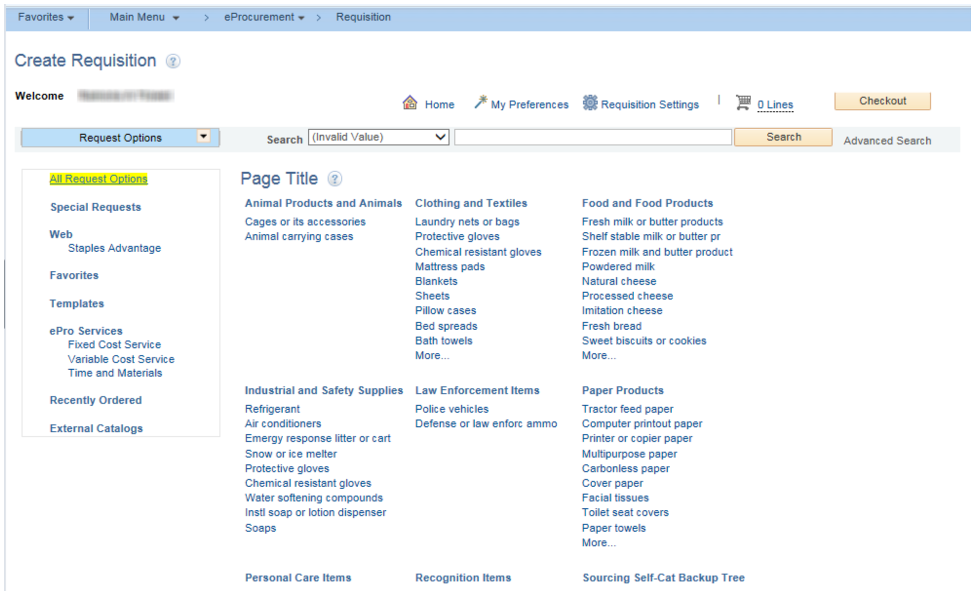
The system will allow you to budget check (assuming a correct chartfield and ShipTo Location were entered) and submit a Requisition with the Default Requester. However, all of those requisitions will be routed to the central SMART team for approval, and we will deny them.



Once a Requisition is submitted in to the approval process, the Requester cannot be changed by “Editing” the Requisition. You’ll have to copy the Requisition, creating a new Requisition and cancel the original Requisition.

If you choose yes, and ‘OK’ again, you will be taken to this screen to choose your Requisition type.





The “2. Add Items and Services” page from 9.0 is the same as the “Create Requisition” page in 9.2

Differences:

1. The different types of Requisitions are now listed as Links on the Left side of the screen, instead of Tabs across the top.

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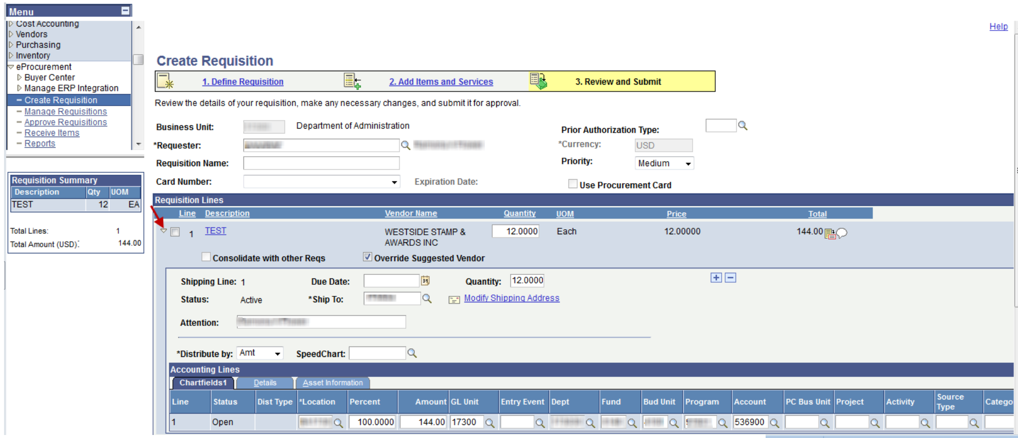

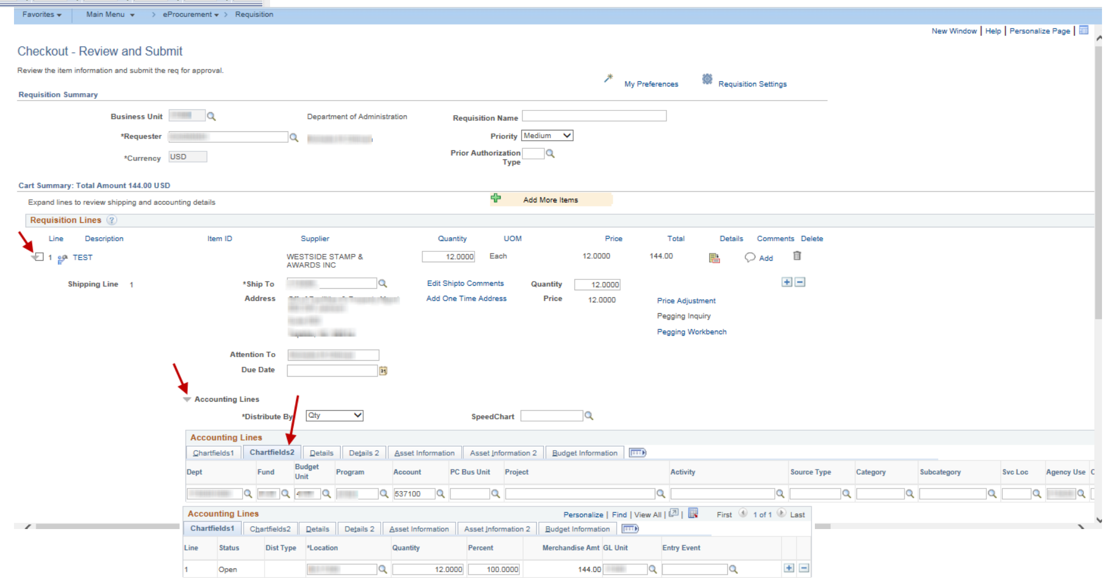

The "3. Review and Submit" page from 9.0 is the same as the "Checkout – Review and Submit " page in 9.2.

Differences:

1. You have to click 2 expand arrows to get to the funding string.
2. The chartfields are located on tab Chartfields2.

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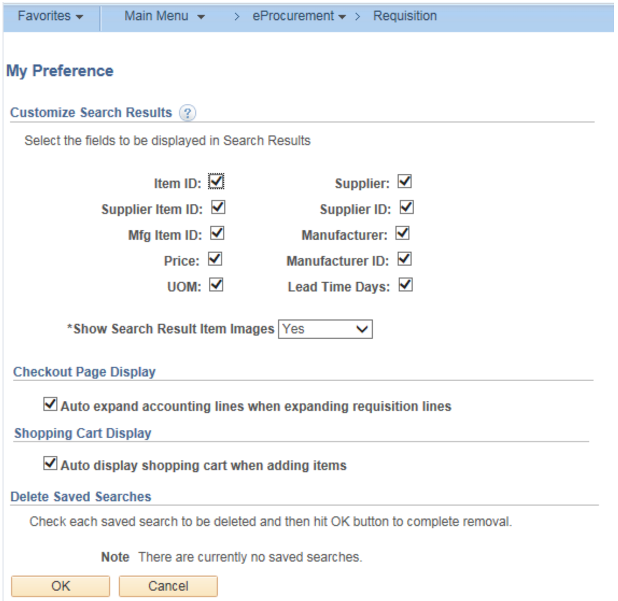
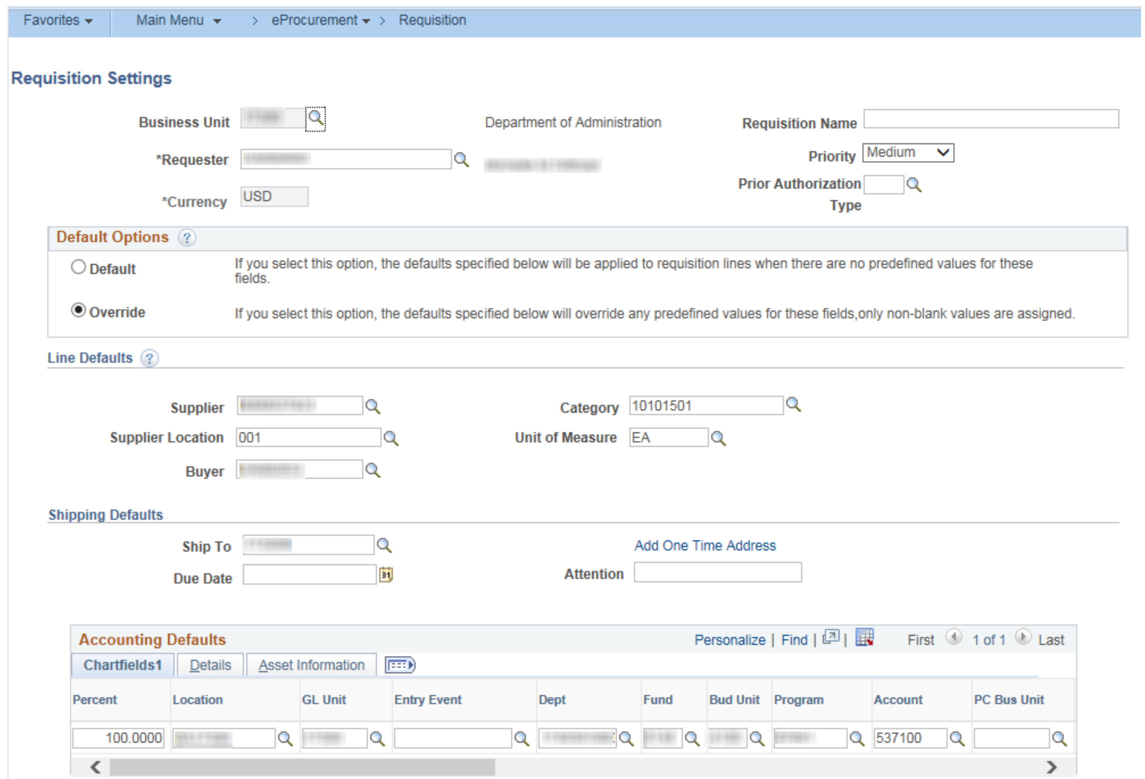


There are a couple new Links from the Checkout – Review and Submit page:

1. My Preferences, and these will be applied to all Requisitions going forward until you change them again.
2. Requisition Settings, allows you to go back and change the defaults for all lines.



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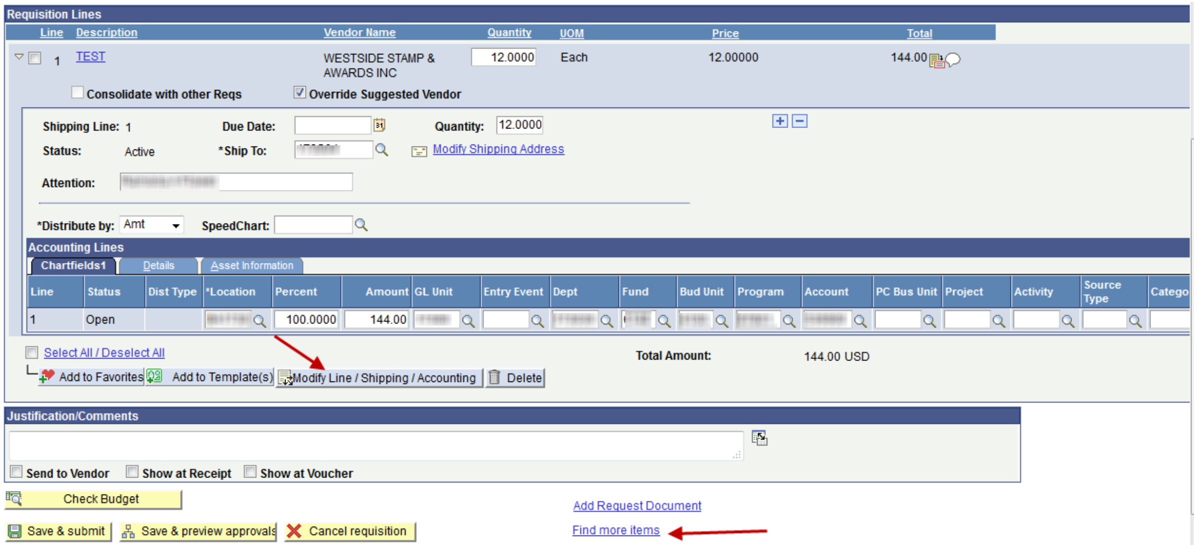
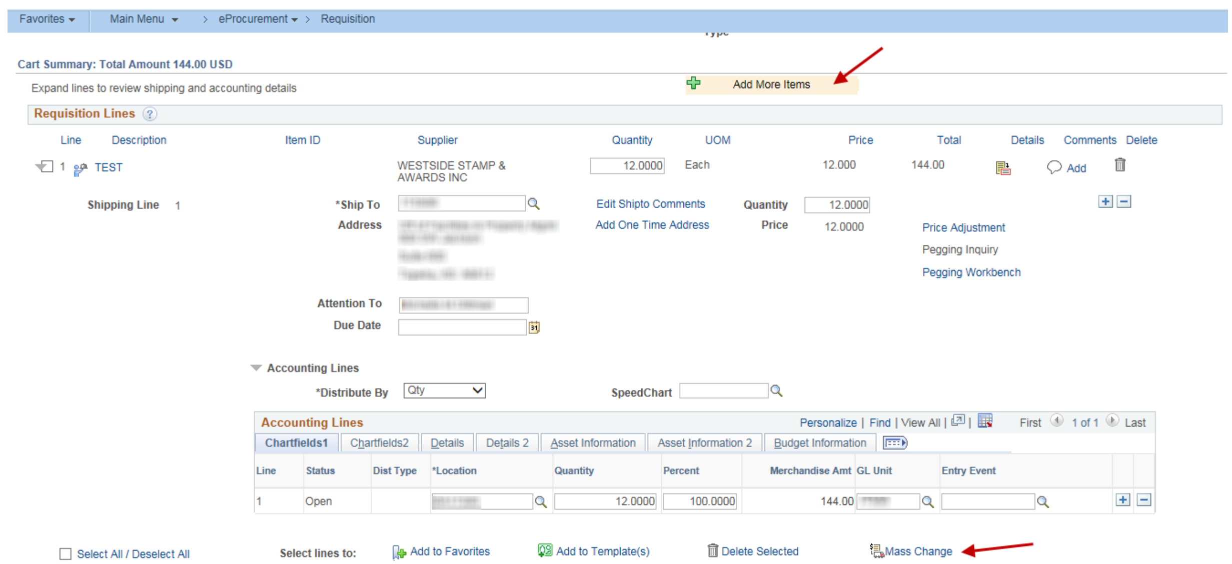


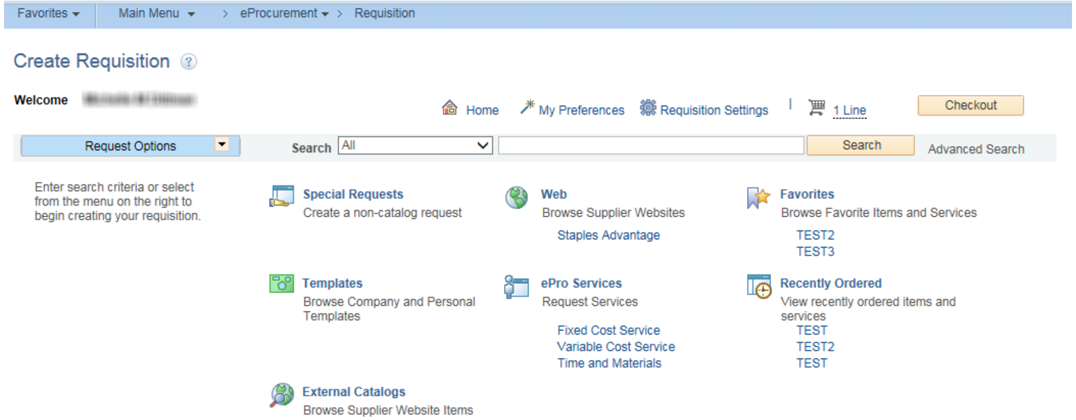
There are a couple Links on the Checkout – Review and Submit page that have changed between 9.0 and 9.2:

9.0 Find More Items = 9.2 Add More Items

9.0 Modify/Line/Shipping /Accounting = 9.2 Mass Change

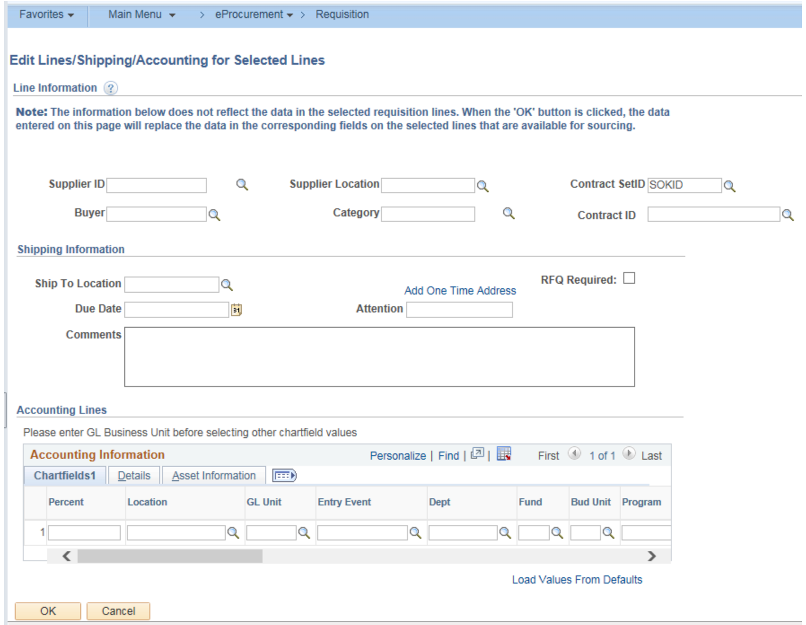


1. “Add More Items” takes you to this page.

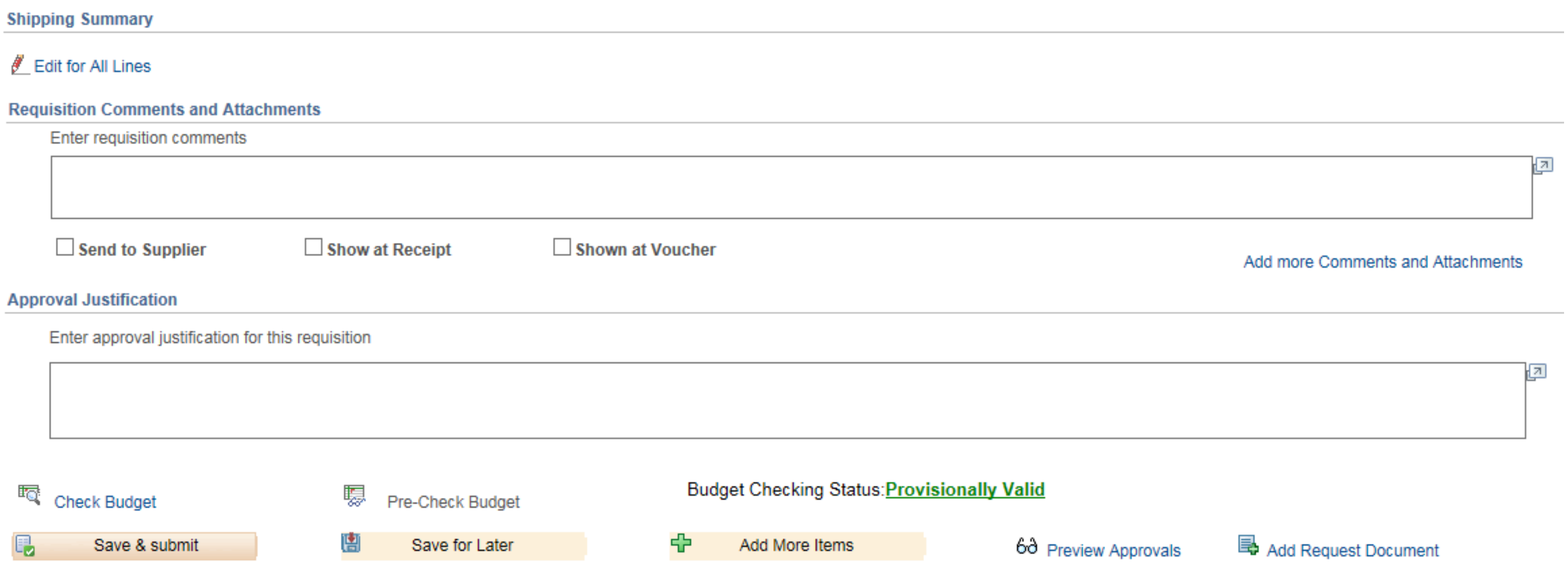


2. “Mass Change” takes you to this page.

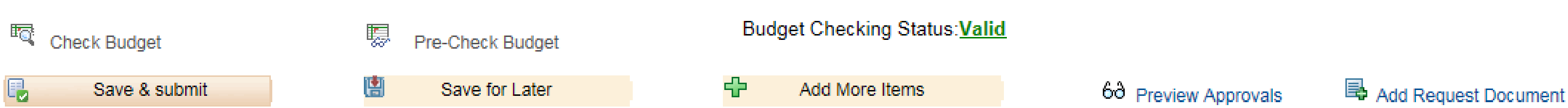
*Please note, you can now check the RFQ Required box and have it apply to every line on your Requisition!!!



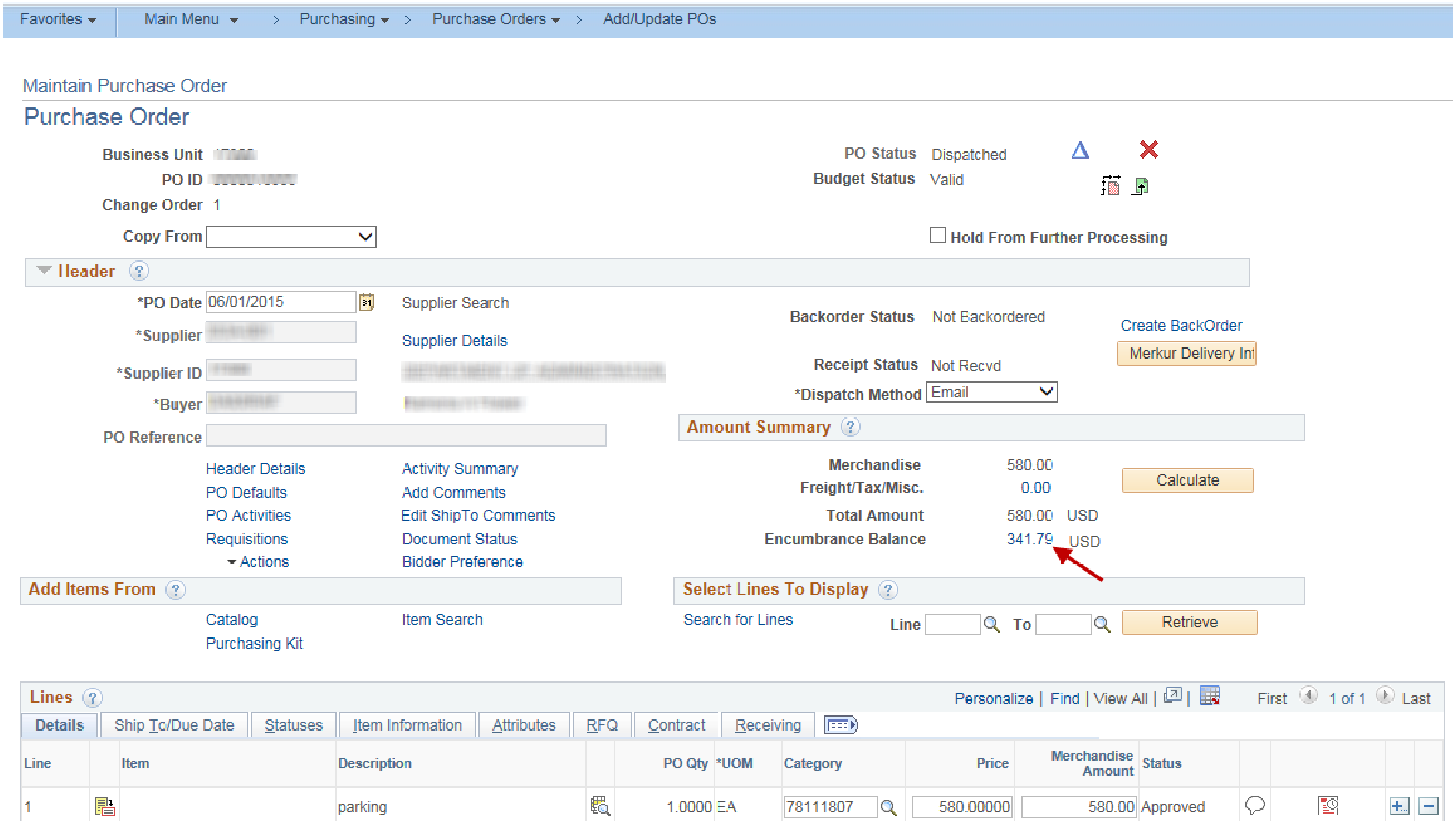
9.2 Has a new feature where you can Pre-Check Budget. What this means is that you can verify that at this exact second, there are funds available or not. For agencies that pre-encumber, this can be useful.



Check Budget is still available whether you choose Pre-Check Budget or not.



One change on the Purchase Orders, you can now see how much is left to spend on the PO!! The Encumbrance Balance will reduce until it is at $0!!



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Undocumented Features

- When creating a PO by sourcing or copying from a Req, you will NOT be able to add/modify a speedchart on the PO.
  - Work around is to make sure the speedchart you want applied to the PO is on the Requisition prior to being copied or sourced, then it will move to the PO.
- Internet Explorer formats some pages differently. A couple examples:
  - Purchasing > Purchase Orders > Buyer Workbench (used to be Reconciliation Workbench) the Encumbrance balance and currency code overlap each other.
  - eProcurement > Requisitions > Review and Submit page, the line checkbox and expand line arrow overlap each other.

Note

- Procurement and Contracts Informational Circular 16-01:
  - Requisitions with an RFP Required must be submitted by 6PM on Thursday 10/22/15
  - Requisitions with a Prior Auth for over $100,000 must be submitted by <u>Noon</u> on Friday 10/23/15
  - All other requisitions that are to be routed through Procurement and Contracts for approval, including Prior Auth's for $100,000 and less, must be submitted by <u>Noon</u> on Wednesday 10/28/15

OCFO Update

Kansas Department of Administration

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– Informational Circular 16-A-006

– Travel Related Policy Changes

Informational Circular 16-A-006
Travel Related Policy Changes

As announced in Informational Circular 16-A-003 on September 4, 2015, the State of Kansas will adopt federal standards for per diem rates for travel and expense effective with all travel that occurs on and after January 1, 2016. The following policies are being implemented in conjunction with the adoption of these federal per diem rates and are effective for all travel occurring on and after January 1, 2016:

Subsistence Rates

- Per Diem rates for the State of Kansas shall consist of the following:
  - Meals and Incidentals expense (M&IE) rate –
    - Meals – the cost of meals, taxes, and tips.
    - Incidentals Expense – all fees and tips to hotel porters, bellhops, doormen, and maids.

Informational Circular 16-A-006
Travel Related Policy Changes

- Lodging rate –
  - Employees may be reimbursed for actual lodging expense incurred, not to exceed this rate.
  - No allowance for any tips is included with this rate.
  - Taxes are paid in addition to this lodging rate, as current policy allows, except for foreign travel locations.
  - For foreign travel locations, lodging taxes are included with the lodging rate and are not an additional reimbursement.

– Note: Following the federal guidelines with respect to M&IE will avoid any taxability issues.

Informational Circular 16-A-006
Travel Related Policy Changes

- Subsistence rates will consist of a standard per diem rate and non-standard area per diem rates. The standard rate is used except when the travel location is specified as a non-standard area, in which case, the per diem rate for that non-standard area is used.
- Meal reimbursement will be based on quarter days with the daily reimbursement amount divided equally between quarters. Meal per diem will be provided for the quarters the traveler departs and returns.
- International travel meal reimbursement will follow the U.S. Department of State M&IE rates, with no allowance for paying a higher amount for actual meal expenses.

Informational Circular 16-A-006
Travel Related Policy Changes

Same Day Travel Meal Allowance

- For employees that qualify for a same-day travel meal allowance, the agency will enter the appropriate amount to be reimbursed based on 15%, 35% or 50% (breakfast, lunch or dinner) of the daily M&IE rate. The meal is to be determined by the agency. A new expense type “Same Day Travel Meal” has been added to the Travel & Expense module for the meal associated with same day travel. See the Employee Travel Expense Reimbursement Handbook for the guidelines for receiving a meal with same day travel.

Reduced Meal Allowance for Meals Provided at No Cost to the Employee

- If meals are provided during a given travel day, the agency will reduce the M&IE rate by the amount of the meal that was provided, based on 15%, 35% or 50% (breakfast, lunch or dinner) of the daily M&IE rate. For partial days, the quarter amount is calculated first and then the meal deduction % is applied.

- If all meals are provided for a day, the reduction to the M&IE rate will be 100% and there will be no allowance for incidentals expense reimbursed to the traveler.

Informational Circular 16-A-006
Travel Related Policy Changes

Reduced Subsistence Allowance

- Reduced subsistence allowance requires approval of the agency head or agency head's designee, using the form DA-37 Reduced Subsistence Allowance.

Border City Travel - Discontinued

- Border City Travel Rule and designated cities are discontinued. However, the Department of Administration will consider requests for blanket approval of specific out-of-state travel locations. The requests will come from the agency head or designee and may be renewed annually.

Informational Circular 16-A-006
Travel Related Policy Changes

Expense Reports

- Expense Reports must be completed unless there are no reimbursable expenses to the traveler (such as mileage, meal per diem, etc.).
- If travel related expenses include reimbursable expenses to the traveler, all prepaid expenses are required to be added to the expense report. This includes but is not limited to lodging, transportation rental and fares, fuel charged to a state credit card or account, conference registration and lodging, etc.
- Expense reports should include M&IE entered for one day at a time rather than for a range of days on one line.

Informational Circular 16-A-006
Travel Related Policy Changes

Travel Expense Account Codes

- The new series of travel account codes, 525510 thru 525590 will be used for all travel occurring on and after January 1, 2016. Regent institutions will continue to use the existing travel account codes since they do not use the SMART Travel & Expense module.

- The new account codes, 525510 thru 525590, will be used for all travel locations (in-state, out-of-state and international). The location entered for an expense report will be used to determine the in-state, out-of-state and international designation which will be provided in SMART queries and reports. The chart below provides the current and new account codes:

Informational Circular 16-A-006 Travel Related Policy Changes

	SMART 9.0				SMART 9.2
	In-State	Out-of-State	International		All
Travel Related Account Code Descriptions					
Travel & Subsistence	52510	52520	52530		52550
Private Vehicle Miles	525110	525210	525310		525510
Hire of Cars Planes Buses	525120	525220	525320		525520
State Car Expense	525130	525230	525330		525530
Air Rail and Bus Fare	525170	525270	525370		525570
Meals and Lodging	525180	525280	525380		525580
Non-Subsistence	525190	525290	525390		525590

Travel Authorizations

- Travel authorizations entered beginning November 13, 2015, for travel occurring on and after January 1, 2016, will use the new account codes and rates.

Informational Circular 16-A-006
Travel Related Policy Changes

Moving of Employee Personal Effects Account Codes

- New account code 521500 will be used for moving of employee personal effects for both in-state and out-of-state moves. Regent institutions will continue to use the existing account codes for this expense category. The chart below provides the current and new account codes:

		SMART 9.0			SMART 9.2
	In-State	Out-of-State	Internationa l		All
Moving Account Code Description					
Moving Employees' Personal Effects	521300	521400			521500

Informational Circular 16-A-006
Travel Related Policy Changes

Updates for Subsistence Rates

- State subsistence rates will be updated on April 1 and October 1 each year and will be effective until the next semi-annual update. Historical rate information will be maintained in SMART.

Rate File, Policy Documents, and Links

- An electronic file with the CONUS standard rate and non-standard area rates (for the continental United States) will be available at the Office of the Chief Financial Officer, Travel Information for State Employees website at: http://www.admin.ks.gov/offices/chief-financial-officer/travel-information-for-state-employees.

- The Employee Travel Expense Reimbursement Handbook is being updated to reflect these policy changes. See the Employee Travel Expense Reimbursement Handbook for complete travel policy information which is available at the Office of the Chief Financial Officer, Travel Information for State Employees website at: http://www.admin.ks.gov/offices/chief-financial-officer/travel-information-for-state-employees.

Informational Circular 16-A-006
Travel Related Policy Changes

- The Office of the Chief Financial Officer Policy Manuals are being updated to reflect these policy changes. Policy Manuals are available at the Office of the Chief Financial Officer website at: http://www.admin.ks.gov/offices/chief-financial-officer/policy-manual.

- Agencies will be notified when the revised Employee Travel Expense Reimbursement Handbook and Policy Manuals, and the CONUS rate file are available on the Department of Administration website.

–Informational Circular 16-A-007

– Attachments in SMART

Informational Circular 16-A-007
Attachments in SMART

Effective November 13, 2015 the following information will be required for payments and reimbursements in the SMART system that exceed the agency's delegated audit authority. Although not required, best practice is for agencies to also follow the guidelines provided below for payments under the agency's delegated audit authority.

The Office of the Chief Financial Officer, Agency Audit Services team will no longer accept emailed or paper copies of invoices or other support documents.

Informational Circular 16-A-007
Attachments in SMART

For Accounts Payable (AP) vouchers:

- Invoices for payments are to be attached in SMART to the AP voucher for instances when:
  - The invoice provides useful information that corresponds with the purchasing authority and notating this information in the payment notes or comments field exceeds the limitation in those fields. For example, utility payments will require attached invoices unless the specific service date range is entered on the voucher in SMART.
  - The invoice provides information that is not available in SMART or on the Department of Administration website.

Informational Circular 16-A-007
Attachments in SMART

– Exception: Note that Agency Audit Services does not require support documents for grant payments, refunds, or P-Card payments to be attached in SMART to the payments. The payment support documents should continue to be maintained at the agency in a file storage method other than SMART.

- Prior Authorization (PA) forms that require hand-written approval by the Office of Procurement and Contracts, such as revised PA's, must be attached in SMART to the Purchase Order (PO). All other PA's must follow the Office of Procurement and Contract's policies for attachments in SMART (see Procurement Informational Circular 11-03).

- All copies of contracts or amendments are to be entered in SMART Supplier Contracts and should not be attached in SMART to the PO or the AP voucher. If an amendment needs to be added to the contract after the contract has been created in SMART Supplier Contracts, agencies should contact the Office of Procurement and Contracts for assistance.

Informational Circular 16-A-007
Attachments in SMART

For Travel and Expense (T&E) reports:

- Documents supporting travel and expense reimbursements are to be attached in SMART to the T&E report. These documents include:
  - Prior authorization for travel not captured by a SMART Travel Authorization.
  - Required receipts which support T&E reimbursements.
  - Conference rate verification.
  - Information that is not available in SMART.

Informational Circular 16-A-007
Attachments in SMART

Information regarding attachments in SMART:

- The recommended size limit for a file being attached is 1 MB.
- Agencies should not attach CAD (Computer Aided Design) files or picture files (examples - .jpg, .tif, .png, or .gif).
- Excel, Word, PDF, or similar files, are appropriate.
- Multiple attachments are allowed.
- For vouchers that are interfaced, the agency must attach support documents after the voucher has been created in SMART.
- Avoid attaching documents that do not add value to the transaction.
- System retention for attachment files is expected to be 3 years. This period may be reduced if storage space becomes an issue.
- Agencies should not rely on SMART as the method for meeting record retention policies.

Informational Circular 16-A-007 Attachments in SMART or Informational Circular 16-A-006 Travel Related Policy Changes

Questions?

Data Warehouse & BI Analytics

Data Warehouse

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- Data Warehouse no longer being updated
  - Experienced technical event on September 25, 2015
  - Data was last updated on September 24, 2015
- Data Warehouse will be available to review historical data until December 17, 2015
- Agencies that were using the Data Warehouse to meet critical business needs should submit a request to sharp@da.ks.gov and provide detailed information on the report
  - Data Warehouse team will get back to you with alternative solutions

BI Analytics

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Focus on Customer ~ Upgrade ~ Support

- Relaunched BI Analytics Implementation with Sierra-Cedar in August 2015
  - Implementing newer version of the BI Analytics software for Financials and Procurement and Spend
  - HR Analytics will be implemented sometime next year
- Sierra-Cedar is responsible for the technical installation of the software
- Selected agencies will be contacted later this year to participate in data validation and dashboard reviews
- BI Analytics will go-live in first quarter of 2016

SHARP PeopleTools 8.54 Upgrade

SHARP PeopleTools 8.54 Upgrade

FOCUS
Focus on Customer ~ Upgrade ~ Support

- SHARP System and Employee Self-Service will be unavailable starting at 6 pm on Thursday, November 5th through Saturday, November 7, 2015

- Agencies should encourage employees to submit their time by 6 pm on Thursday, November 5th where possible

- **Sunday, November 8, 2015:** Access to SHARP and Employee Self Service is scheduled to be restored. A notice will be sent out on November 7th to notify agencies of SHARP availability on November 8th

SHARP PeopleTools 8.54 Upgrade

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Focus on Customer ~ Upgrade ~ Support

- SHARP System and Employee Self-Service users will receive an Error 404 message if they try to access these web pages during the outage

Error 404--Not Found

From RFC 2068 Hypertext Transfer Protocol -- HTTP/1.1:
10.4.5 404 Not Found
The server has not found anything matching the Request-URI. No indication is given of whether the condition is temporary or permanent.
If the server does not wish to make this information available to the client, the status code 403 (Forbidden) can be used instead. The 410 (Gone) status code SHOULD be used if the server knows, through some internally configurable mechanism, that an old resource is permanently unavailable and has no forwarding address.

- Updated List of Browsers that will be supported after this upgrade can be found at:
- http://www.da.ks.gov/sharp/documents/supportedbrowsers.docx

SHARP PeopleTools 8.54 Upgrade

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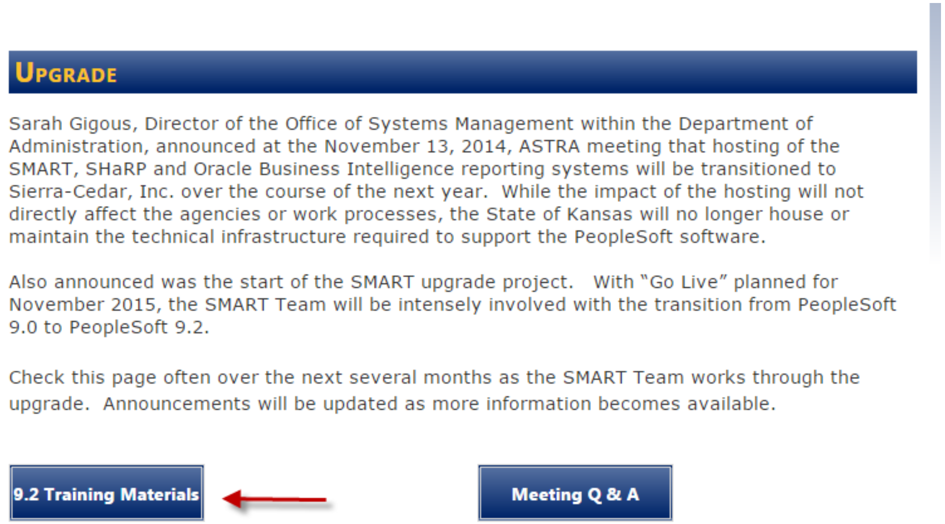
Focus on Customer ~ Upgrade ~ Support

- Informational Circular No. **16-P-007** is available on the Office of Chief Financial Officer's website
  - Provides dates for the SHARP Cutover for PeopleTools Upgrade, SMART Upgrade and Other Key Payroll Processing Dates in November 2015
  - https://www.admin.ks.gov/resources/informational-circulars/informational-circulars---payroll/fy2016---payroll-info-circs

SMART Training & Resources

SMART Training and Resources

- SMART Training Documents
  - Updated Training Materials are being placed on SMARTweb in the upgrade section
  - SMART Infolist messages will be sent as additional materials are placed on the website: http://smartweb.ks.gov/technical-resources/upgrade/9-2-training-materials/



SMART Training and Resources

- SMART website: http://www.smartweb.ks.gov/
- SMART Infolist
  - Subscribe at http://www.smartweb.ks.gov/
- SMART Help Desk
  - Log in to Service Desk at http://www.smartweb.ks.gov/kansas-service-desk/
  - Call 785-368-8000, Select Option 2
- Updated List of Browsers that will be supported after this upgrade can be found at: http://smartweb.ks.gov/technical-resources/upgrade/browser-compatibility-for-9-2

Closing Remarks/Questions

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